

Norton Sound Economic Development Corporation
Job Description

Job Title: Mechanic

Department: NSSP
Supervisor: Operations Manager
Supervisory: No
Grade: 9

Duty Station: Unalakleet or Nome
Type of Position: Regular, Full-time
Eligible for Benefits: Yes
FLSA: Non-Exempt

Summary of Organization:

The Norton Sound Economic Development Corporation (NSEDC) is a private nonprofit corporation representing 15 member communities and over 8,700 people in the Bering Strait Region of Northwestern Alaska. NSEDC is one of six Community Development Quota organizations in Alaska. The central office is located in Anchorage, Alaska, with various departments and offices located in Nome, Unalakleet and Savoonga. Community representatives to the NSEDC Board of Directors are located in each of the member communities.

This position is required to successfully pass a post-offer drug screen and criminal history background check and is subject to reasonable cause and post-accident drug testing in accordance with NSEDC employee drug and alcohol testing policies. Where allowed by law, preference for employment will be given to residents of the Norton Sound region of Alaska. Knowledge of the Norton Sound Region, regional fisheries and Community Development Quota organizations is preferred for all positions.

Purpose of Position:

The Mechanic will perform highly skilled and complex repairs including inspecting, repairing, fabricating, rebuilding, and maintaining vessel and plant equipment, and machinery associated with the fishery operations in the Norton Sound region. The primary focus of the position during the summer fishing season will be on the repair and maintenance of NSSP tender vessels and their systems.

Supervision Received:

The position receives supervision from the NSSP Operations Manager who monitors work performance and gives work direction. The position functions with limited supervision.

Essential Job Functions and Responsibilities:

- Perform highly skilled and complex mechanical repairs on both light and heavy equipment such as loaders, light-duty trucks, forklifts, marine engines and generators
- Perform preventive maintenance on vessels, vehicles, facilities and associated equipment
- Perform general maintenance on buildings and grounds as directed
- Inspect equipment, analyze trouble and plan sequence of repair operations
- Assist management in long-term maintenance and shipyard planning for larger projects and repairs
- Light-duty mechanical work, including servicing vehicles, changing tires as needed, changing oil, etc.
- Coordinate parts runs and maintain parts inventory

- Assist in coordinating and supporting contractors hired for repairs and other projects
- Support other NSEDC departments when vehicle and equipment repairs are needed
- Recommend improved work methods and procedures
- Assist in training employees
- Other duties as assigned

Qualifications:

Minimum 5 years as heavy duty diesel mechanic experience and demonstrated experience in marine power generation is required. Steel welding with aluminum welding experience is preferred.

A valid driver’s license is required.

Required Supervisory Experience:

N/A

Knowledge and Skills:

All employees should have the ability to follow policy, procedure and instructions; actively communicate with their supervisors to ensure understanding and manage their work accordingly; and represent the company in a professional manner.

- Knowledge of heavy equipment operation and maintenance procedures and processes
- Knowledge of repair techniques and requirements for mechanical, electronic, and other diverse equipment systems
- Knowledge of safety precautions for operating and repairing motorized vehicles, equipment and tools
- Knowledge of diesel technology and maintenance
- Knowledge of marine power applications and maintenance
- Knowledge of basic automotive systems and maintenance
- Skill in analyzing and resolving heavy equipment operation and maintenance problem
- Skill in the use of tools, materials, and equipment used in heavy equipment operations, general maintenance, marine engines and light-duty vehicles
- Skill in operating power equipment and hand tools
- Skill in operating a personal computer, utilizing a variety of applicable software programs
- Skill in analyzing and repairing mechanical failures
- Skill in preparing and maintaining accurate reports and records

Physical Requirements

- Sit less than half the workday
- Bend, stretch, twist, crouch and/or reach
- Use hands and arms for repetitive motion tasks consistently for more than one hour at a time
- Lift or carry unaided 25 to 50 pounds
- Push or pull using with more than moderate force
- See and hear with normal acuity

Working Conditions

- Overtime is required, primarily during the fishing season
- Travel is required (about 25% of the time)
- Travel is done via large aircraft
- Travel is done via small (less than 16-passenger) aircraft
- Travel is done using snowmobiles, all-terrain vehicles or boats
- Work may be conducted outside in inclement weather conditions

Signature below acknowledges that I have received a copy of my job description and my supervisor has discussed it with me.

Employee Name: _____ Signature: _____ Date _____

Supervisor Name: _____ Signature: _____ Date _____

Disclaimer

The information provided in this description has been designed to indicate the general nature and level of work performed by employees within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.